

Skill in safe operation and care of Professional and Managerial Branch
Engineering Group
Civil Engineering Series

CAPITAL ASSETS MANAGER

08/03 (JAS)

General Purpose

Under general direction, formulate and implement strategies, and organize and coordinate engineering management of diverse City facilities and properties, personally and through subordinate supervisors.

Typical Duties

Manage building, structures, allied equipment and systems, and other facilities planning, design, acquisition, construction, maintenance and alteration. Involves: Determine feasibility of designing or acquiring new, or modifying existing plant and office facilities, and allied equipment, considering costs, available space, time limits, City planning, and other technical and economic factors. Direct plant and office evaluations of space use and features. Oversee analysis of heating, ventilation and air conditioning systems, computer hardware and network wiring, lighting, and shop machinery specifications. Plan, budget and schedule facilities modification, construction and acquisition which includes approving cost estimates, bids, layouts and contracts. Perform audits to support facility planning. Direct long and short-range plan, conceptual design criteria, and capital outlay requirements and documentation development. Establish building and structure construction and renovation project development parameters and cost controls. Advise City departments on capital improvement program specifications, and proposal, contract and related documents requirements. Act as public utilities, and environmental and energy regulatory agencies liaison. Oversee construction and installation progress inspection for adherence to established specifications. Review real estate contracts for compliance with government specifications and occupancy suitability. Oversee arrangements to consolidate or decentralize building space allocation, layout, and communication services. Secure and monitor facilities equipment and systems installation, repair, and preventive maintenance.

Manage property procurement, development and maintenance functions to ensure environmental protection compliance, and negotiate with representatives to effect contracts for land and natural resource rights transfer, sale, rental and lease for diverse City departments. Involves: Direct determination of property status, needs, and availability from analyses of information including property inventories, budgets plans, vendor brochures, excess property reports and property requests. Oversee writing, preparation and review of bids, contract specifications, purchase orders and estimates, and transfer forms to effect property transactions. Contact vendors and potential users, and inspect and inventory acquired and transferred property through visits to existing City installations and vendor sites. Negotiate and confer with administrators, vendors or users to effect agreement on property transfer details such as price, boundaries and facilities layout. Authorize expenditures within specified limits for purchases of systems and equipment, repairs, maintenance and alterations to premises. Fill requests of City departments from real property inventories, considering factors such as donation criteria, actual needs and justification.

Supervise assigned professional, supervisory, technical and administrative support personnel. Involves: Determine and change work procedures. Set performance standards. Plan work schedules, balance workloads, and organize and make or approve duty assignments. Issue written and oral instructions, review progress and expedite work flow.; Arrange for or conduct employee orientation, and training in duties and responsibilities. Examine work for exactness, neatness, and policy and procedure conformance. Guide staff to overcome difficulties encountered, correct errors and rectify complaints. Evaluate performance of direct reports and review employee appraisals by subordinate supervisors. Coach to motivate competency improvement and career advancement. Maintain harmony among workers and resolving grievances. Serve on applicant interview panels. Recommend employee selection, pay adjustments, commendations, discipline, termination, and other status changes.

Perform related incidental professional managerial functions contributing to realization of objectives as required. Involves: substitute, as qualified, for own supervisor, coworkers or subordinates by carrying out specifically delegated duties sufficient to sustain continuity of ordinary services, if assigned. Review and approve annual budget requests for staff, resources and program improvement funds; monitoring and applying fiscal controls to receipt and expenditure of funds, and use of personnel, materials, facilities and time within limits of adopted budget, or contract and grant terms in accordance with City financial administration policies and procedures. Engage in special projects and serve on ad hoc committees as required. Study engineering or architectural publications to keep abreast of technical changes pertaining to planning, construction, and renovation projects, and conceptual developments in the profession.

Use computer assisted engineering and design software and equipment to perform engineering tasks.

Knowledge, Abilities and Skills:

- Comprehensive knowledge of civil engineering or architecture principles and practices.

- Comprehensive knowledge of modern facilities design, construction, renovation and inspection methods, materials, tools and equipment.
- Comprehensive knowledge of design, construction and renovation project cost determination and coordination techniques, and allied approval processes.
- Considerable knowledge of personnel rules and regulations, standards of conduct and work attendance;
- Considerable knowledge of applicable federal, state and local building codes and ordinances, and environmental regulations.
- Ability to: efficiently and effectively conceptualize, plan, implement, develop, coordinate and assess multiple simultaneous City facilities and property engineering management projects.
- Ability to read and interpret complex civil engineering or architectural facilities construction and property acquisition documents;
- Ability to express oneself persuasively, clearly and concisely, orally and in writing, in order to prepare, interpret and present comprehensive analytic reports on assigned projects, maintain technically complex records, conduct meetings of inter-disciplinary professionals; and to respond to common inquiries and complaints of individuals or groups.
- Ability to establish and maintain effective working relationships with fellow employees, elected officials, regulatory agencies, engineers, architects, contractors and the public.
- Ability to firmly and impartially exercise delegated authority to supervise, evaluate and develop subordinates.
- Skill in safe operation and care of personal computer or network workstation, including computer aided drafting and design (CADD), geographic information system (GIS), word processing, database and spreadsheet programs.
- Skill in safe operation and care of a motor vehicle

Other Job Characteristics:

- Occasional inspections at construction sites that include traversing uneven terrain, climbing ladders, bending and stooping, and exposure to adverse weater
- Occasional driving through city traffic

Minimum Qualifications:

Training and Experience: Equivalent to a combination of an accredited Bachelor's of Science Degree in Civil Engineering or Architecture, plus eight (8) years of progressively responsible professional civil engineering or architectural experience that included four (4) years as a Registered Professional Engineer and three (3) years in a supervisory capacity.

Licenses and Certificates:

- Valid Texas Professional Engineer License or Professional Architect Registration by time of application, or equivalent transferable from another state having reciprocal agreement which must be converted to a Texas License or Registration within one (1) year following appointment.
- Valid Texas Class "C" Driver's license or equivalent issued by another state by time of appointment.

Special Requirement: Respond to facilities repair and property clean up emergencies as necessary.

Human Resources Director

Department Head